

*From Compd.  
as requested*

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, 25, D. C.

August 14, 1950

CIRCULAR NO. A-3  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Government periodicals

This revision of Circular No. A-3 replaces and rescinds Circular No. A-3 Revised, dated August 5, 1949. In addition to changes in wording, approval is no longer required on the size of page; the certificate of necessity may be included in the letter (if the letter is signed by the head of the department or agency); and additional information concerning revision of mailing lists is required on requests for continuing existing publications.

1. Purpose. The purpose of this Circular is to prescribe a uniform procedure to carry out effectively the statutory provisions governing the approval of the use of funds from appropriations available for printing and binding for the printing of journals, magazines, periodicals, and similar publications.

2. Requirements of approval. Section 220 of title 44, U.S.C. 1946 ed., provides as follows:

"The head of any executive department, independent office, or establishment of the Government is authorized, with the approval of the Director of the Bureau of the Budget, to use from the appropriations available for printing and binding such sums as may be necessary for the printing of journals, magazines, periodicals, and similar publications as he shall certify in writing to be necessary in the transaction of the public business required by law of such department, office, or establishment. There may be printed, in addition to those necessary for such public business, not to exceed two thousand copies for free distribution by the department, office, or establishment issuing the same. The Public Printer shall print such additional copies thereof as may be required for sale to the public by the Superintendent of Documents; but the printing of such additional copies required for sale by the Superintendent of Documents shall be subject to regulation by the Joint Committee on Printing and shall not interfere with the prompt execution of printing for the Government. (May 11, 1922, ch. 189, sec. 1, 42 Stat. 541; June 30, 1932, ch. 314, sec. 307, 47 Stat. 409.)"

3. Coverage and definitions. The term "journals, magazines, periodicals, and similar publications" (hereinafter referred to as

JUL 20 1951  
117R4

- 2 -

periodicals) as used in the law will be construed to refer to publications issued semiannually or oftener for the purpose of disseminating useful information, with continuing policy as to format, specifications, content, and purpose. The term "periodical" will not apply to:

Strictly administrative reports, memoranda, and similar materials.

Materials which are exclusively statistical.

Information required exclusively for the official use of the issuing office or service in the transaction of its routine business. (JCP Regulations).

These exceptions are construed to cover laws, rules, regulations, instructions, opinions, decisions, and official notices and circulars.

The term "printing" as used in the law will be construed to refer to reproduction by those methods which are defined as printing in the regulations of the Joint Committee on Printing, whether printed at the Government Printing Office or elsewhere.

Copies for "official use" are those to be distributed, free of charge, to offices and officers of the Government and others as "necessary in the transaction of the public business required by law" of the agency. Such copies are in addition to the copies for "free distribution" for exchanges, courtesy copies, etc. (limited by law to 2,000 copies).

4. General requirements. Approval will be given for publication of periodicals with the understanding that they will meet the following requirements:

Periodicals shall be devoted exclusively to the work which the organization unit of the Government issuing the same is required by law to undertake, and shall not contain matter relating to work which any other unit of the Government performs or is authorized to perform, or any matter not necessary in the transaction of the public business as required by law (JCP Regulations). Periodicals will not contain articles intended solely to foster or obtain the support of persons outside the Government for a Government agency. Periodicals will not contain editorials, book reviews, or articles which can be construed as propaganda in favor of increased appropriations or legislation.

No illustrations, photographs, engravings, or drawings will be used in periodicals unless they relate solely to the public business (J.C.P. Regulations) and are necessary to a clear understanding of the subject matter contained therein. No periodicals will contain any advertisement inserted by or for any private individual, firm, or corporation (J.C.P. Regulations).

- 3 -

5. Request for approval. A department or establishment desiring to issue a new periodical, to increase limitations on items of a periodical previously approved, or to continue issuance of a periodical at the expiration of the current approval, will submit a letter requesting approval thereof, including or accompanied by a certificate of necessity as prescribed in paragraph 6 below, to the Director of the Bureau of the Budget. This letter will give a comprehensive description of the proposed style, contents, size, general appearance, etc., of the periodical, as follows:

a. Identification:

- (1) Name of publication.
- (2) Name of issuing bureau or other organization unit.

b. Items on which approval is required:

- (1) How often to be issued (and date of first issue, if a new periodical).
- (2) Maximum number of copies per issue for official use and free distribution.
- (3) Maximum number of pages per issue (or per year), including supplements and indexes.
- (4) Maximum annual cost of printing the periodical chargeable to each designated appropriation available for printing and binding the periodical.

c. Justification and additional information required:

- (1) Comprehensive statement of the necessity for the periodical, including any specific statutory authorization for the publication of the information proposed to be printed in the periodical.
- (2) Statement justifying the number of copies proposed for (a) official use, and (b) free distribution to the public. Particular information should be given to indicate to whom (generally) the free distribution is desired and why it should be free instead of by sale or subscription.
- (3) Statement that the appropriations available for printing and binding for the current fiscal year are sufficient to bear the cost of the periodical and also to cover all other printing and binding requirements.
- (4) Annual cost of preparing the periodical, including salaries, materials, and other expenses properly chargeable to editorial and other work in connection with its preparation other than the printing costs covered in item b(4) above.

(No. A-3)

- 4 -

d. Additional information required on requests for continuing existing periodicals:

A sample copy of the material sent out (including material to be returned) for the latest general revision of mailing lists, together with the following information:

- (1) Date of last general revision of mailing lists.
- (2) Number on mailing lists before revision.
- (3) Number on mailing lists after revision.
- (4) Explanation of method used for circularizing.
- (5) Number retained on lists who did not respond to circularization, with reasons therefor.

6. Certificate of necessity. The head of the department will certify in writing to the necessity for each periodical, in the following form:

I hereby certify that the publication of the periodical entitled \_\_\_\_\_ is necessary in the transaction of the public business required by law of this department.

Date \_\_\_\_\_ (Signed) \_\_\_\_\_  
Title \_\_\_\_\_

7. Notice of approval. The agency concerned and the Government Printing Office will be notified by letter of each approval granted hereunder.

8. Statement of approval in printed periodical. Every issue of any periodical which has been approved under the provisions of this Circular shall contain the following statement:

"The printing of this publication has been approved by the Director of the Bureau of the Budget (date of approval)."

9. Expiration of approval. All approvals heretofore or hereafter granted under 44 U.S.C. 220 expire three years from the date of the last approval or modification thereof. Requests for approval for continuing a publication should be submitted approximately 30 days prior to the expiration date.

BUDGET OFFICE

1950 AUG 15 AM 11 03

FREDERICK J. LAWTON  
Director

(No. A-3)

Bureau of  
Budget